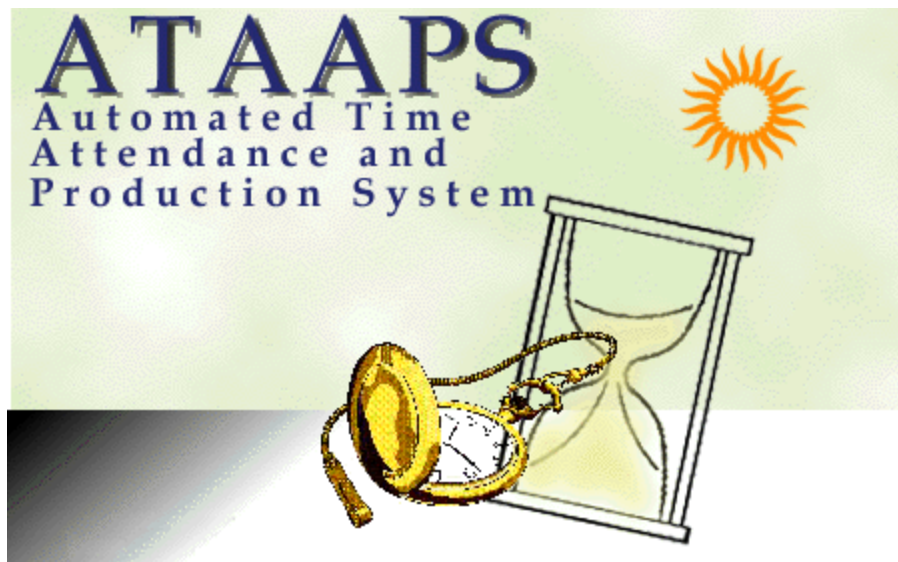


U.S. Department of Energy

Automated Time Attendance and Production System (ATAAPS)



ATAAPS Desk Guide – Personnel Management

Prepared By:

Energy Finance and Accounting Service Center

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DESKGUIDE – ATAAPS PERSONNEL MANAGEMENT

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1. Personnel Management (PM) is accessed to: Add new employees; Change employee properties; Add or change Tour of duty; Add Reporting Work Center; Add Defaults and Favorites; Close Traumatic Injury Number; Add a new Type, Schedule, Status or Temporary Position. Access to PM is a separate security setting granted by the Database Administrator (DBA). Care should be exercised on who is granted this security setting. The hyperlinks for PM can be selectively granted. This desk guide explains each hyperlink. If the user does not have access to some hyperlinks, it means their role does not warrant access.
2. PM is accessed through the main menu. A timekeeper must be assigned as a timekeeper to a team for the link to be active. If access is granted the menu item is active. Place the cursor under the Personnel Management hyperlink and click.

ATAAPS Menu

Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Task	Inquiries
Labor/Leave Review	Personnel Management	Job Order	SDA
Timekeeper Review	Roster Management	Work Center	Defaults/Favorites Maintenance
Default Labor	Team Management		Change UIC - 3C0000
	Employee Reopen		
	Database		

3. The system defaults to either the person logged on if they are a timekeeper for the team in which they are assigned or the first person in a team for which they are a timekeeper. It also defaults to the first active link that the logged in person has security access through their PM assigned role. The Team drop down contains all teams for which they are a timekeeper. The employee drop down contains all employees assigned to that team.

Employee Information

Logged In As: ERHART, BARBARA UIC: 1SMRD1

Team: ORG40 - Fuel Cell Branch-D1 [dropdown] << >> Team

Employee: CARR-D1-D1, JAMES [dropdown] << >> Employee

Work Center: ORG40 - ORG40 - Fuel Cell Branch-D1

Properties Labor Tour Perm. Rpt. Defaults/Favorites Status Schedule Temp Injury Summary
Properties Day Tour Team/Roster Type WorkCenter

Employee Properties

*First Name: JAMES *Last Name: CARR-D1-D1

User ID: jcar SSN: 444-01-4445

Phone Nbr: Current Date SDA ID: SDGLMP

Open Date: 05/08/1999 Close Date: [calendar icon]

Save Add Refresh

4. To add a new employee, click the Add button. When an employee is transferring between teams, work centers, etc, use Team Management to move the employee. A new employee is someone who is not in the ATAAPS database. Each element is defined in the Help module. The instructor will explain each element for your notes. Double check

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the entries, for once saved, most elements cannot be changed until the next pay period. The DBA must update the database. The Open Date is the date the employee reports. It is the date on the SF50.. All other elements are contingent on this date. The Open Date can be modified after save, but is only available for updating during the current pay period. It can only be backed up for one prior pay period and cannot be moved forward.

The screenshot shows the 'Employee Information' form. At the top, it displays the user 'ERHART, BARBARA' with UIC '1SMRD1' and team 'ORG40 - Fuel Cell Branch-D1'. The form contains various input fields for employee details, some marked as required with an asterisk (*). Validation messages are shown at the bottom: 'Employee Type is a required field.', 'Roster is a required field.', and 'Temp Position is a required field.' The 'Continue' button is highlighted.

Field	Value	Required
*First Name		Yes
*Last Name		Yes
User-ID		No
*SSN		Yes
Phone Nbr		No
*Sda Identifier		Yes
*Open Date	08/05/2007	Yes
*Work Schedule		Yes
Default Labor	<input checked="" type="checkbox"/>	No
Hazard	<input type="checkbox"/>	No
Premium	<input type="checkbox"/>	No
Retroactive Labor	<input type="checkbox"/>	No
Favorites Required	<input type="checkbox"/>	No
*Status		Yes
*Employee Type		Yes
*Roster		Yes
*Graded/Ungraded	<input type="radio"/> Graded <input type="radio"/> Ungraded	No
*Temp Position		Yes

After all data elements are entered, click the Continue button. Messages will display at the bottom of the screen for missing or incorrect data.

The screenshot shows the 'Employee Information' form with data entered. The 'Continue' button is highlighted. Validation messages are shown at the bottom: 'Employee Type is a required field.', 'Roster is a required field.', and 'Temp Position is a required field.' The 'Continue' button is highlighted.

Field	Value	Required
*First Name	SHEESE	Yes
*Last Name	ANEWEMPLOYEE	Yes
User-ID	anewemployee	No
*SSN	444332687	Yes
Phone Nbr		No
*Sda Identifier	SDSLMP	Yes
*Open Date	08/05/2007	Yes
*Work Schedule	F - FULL-TIME	Yes
Default Labor	<input checked="" type="checkbox"/>	No
Hazard	<input type="checkbox"/>	No
Premium	<input checked="" type="checkbox"/>	No
Retroactive Labor	<input checked="" type="checkbox"/>	No
Favorites Required	<input type="checkbox"/>	No
*Status	ACTIVE	Yes
*Employee Type		Yes
*Roster		Yes
*Graded/Ungraded	<input type="radio"/> Graded <input type="radio"/> Ungraded	No
*Temp Position		Yes

Make corrections and click Continue. The new employee's Permanent Tour screen displays.

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Open/Close Dates

Open Date: 08/05/2007 Close Date: 14 Period Length: 0 - Not on AWS(5 days wk; 8 hrs) Alternate Work Schedule: [v] Update AWS

Tour Rotation Code

Tour Rotation: Add

Scheduled Hours

Day	Duration	Night Diff	Sunday Premium
Sunday	1	0.00	0.00
Monday	2	8.00	0.00
Tuesday	3	8.00	0.00
Wednesday	4	8.00	0.00
Thursday	5	8.00	0.00
Friday	6	8.00	0.00
Saturday	7	0.00	0.00
Sunday	8	0.00	0.00
Monday	9	8.00	0.00
Tuesday	10	8.00	0.00
Wednesday	11	8.00	0.00
Thursday	12	8.00	0.00
Friday	13	8.00	0.00
Saturday	14	0.00	0.00

Total Scheduled Hours: 80.00 Calculate & Validate Total

Back Save & Close Cancel

The application defaults to the 0 – Not on AWS. Select the appropriate Alternate Work Schedule (AWS) and click Update AWS button. The 14-day tour will auto fill to the basic description of the AWS. Part-time employees will auto-fill to half time of a full time employee, e.g. 4-hour day, 20-hour week, 40-hour pay period. The default labor process will generate regular and holiday leave hours for fixed tours only. All variable tours must have ALL labor entered manually.

Open/Close Dates

Open Date: 08/05/2007 Close Date: 14 Period Length: 5 - Maxi(80 hrs biwk; days vary 0-24 hrs) Alternate Work Schedule: [v] Update AWS

Scheduled Hours

Day	Duration	Night Diff	Sunday Premium
Sunday	1	0.00	
Monday	2	0.00	
Tuesday	3	0.00	
Wednesday	4	0.00	
Thursday	5	0.00	
Friday	6	0.00	
Saturday	7	0.00	
Sunday	8	0.00	
Monday	9	0.00	
Tuesday	10	0.00	
Wednesday	11	0.00	
Thursday	12	0.00	
Friday	13	0.00	
Saturday	14	80.00	

Total Scheduled Hours: 80.00 Calculate & Validate Total

Back Save & Close Cancel

The above screen shot shows a variable tour of Maxiflex. The employee's time can vary from day to day as long as the regular and leave hours equal 80 for the pay period.

The next screen shot shows a fixed tour of Compressed Schedule. This is also known as the 5-4/9 plan. The employee may work 9-hour days and an 8-hour day to complete the 80 hours for the pay period. The application does not know which days will be the 9-

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hour days, so it defaults to 8 hours on all days. The user must set up the employee's scheduled tour by clicking the drop down and selecting the 9-hours.

Open/Close Dates				
Open Date	Close Date	Period Length	Alternate Work Schedule	
08/05/2007	14		6 - Compressed(80 hrs biwk; scheduled days)	Update AWS

Tour Rotation Code				
Tour Rotation:	Add			
Scheduled Hours				
Day	Duration	Night Diff	Sunday Premium	
Sunday	1	0.00	0.00	
Monday	2	9.00	0.00	
Tuesday	3	9.00	0.00	
Wednesday	4	9.00	0.00	
Thursday	5	9.00	0.00	
Friday	6	8.00	0.00	
Saturday	7	0.00	0.00	<input type="checkbox"/>
Sunday	8	0.00	0.00	
Monday	9	0.00	0.00	
Tuesday	10	9.00	0.00	
Wednesday	11	9.00	0.00	
Thursday	12	9.00	0.00	
Friday	13	9.00	0.00	
Saturday	14	0.00	0.00	<input type="checkbox"/>
Total Scheduled Hours: 80.00		Calculate & Validate Total		
<input type="button" value="Back"/> <input type="button" value="Save & Close"/> <input type="button" value="Cancel"/>				

If an employee is on a Rotating Tour, meaning their assigned work days move from pay period to pay period, a Rotation Code can be assigned which matches their schedule, This is covered below,

For employees eligible for Night Differential (ND - normal work schedule includes hours between 6pm and 6am), it must be added to the schedule. ND for a variable tour is added in Labor window.

Refer to the Time and Attendance Job Aid for a complete description of AWS codes.

For employees on a Rotating Tour, click the Add link in the center box.

Tour Rotation Code	
Tour Rotation:	Add

A list of codes appears that may be assigned. If the employee's rotation is not listed, contact your Super User to add the Tour Rotation to the database. The Tour Rotation Codes can be viewed through the Inquiry module on the Main Menu.

The first 2 positions are the Tour Rotation Code and the last 2 positions are the Sequence number. Select the code that is applicable to the employee's schedule for that pay period. As each pay period rolls forward, the next sequence number will be used for the employee's schedule. When the last sequence number is used, the rotation will revert back to the first sequence number.

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Tour Rotation Code Selection																			
Tour Rotation Code	Graded/Ungraded	Full-time/Part-time	Alternate Work Schedule	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sunday Premium	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sunday Premium
AA01	Graded	Full-time	6 - Compressed(80 hrs biwk; scheduled days)		10.00	10.00	10.00	10.00			No		10.00	10.00	10.00	10.00			No
Night Diff:					6.00	6.00	6.00	6.00											
AA02	Graded	Full-time	6 - Compressed(80 hrs biwk; scheduled days)		8.00	8.00	8.00	8.00	8.00		No		8.00	8.00	8.00	8.00	8.00		No
Night Diff:																			
AA03	Graded	Full-time	6 - Compressed(80 hrs biwk; scheduled days)	8.00	8.00	8.00	8.00	8.00			No	8.00	8.00	8.00	8.00	8.00			No
Night Diff:																			
AA04	Graded	Full-time	6 - Compressed(80 hrs biwk; scheduled days)			8.00	8.00	8.00	8.00	8.00	Yes			8.00	8.00	8.00	8.00	8.00	Yes
Night Diff:										6.00								6.00	

This is the employee's Permanent Tour if Tour Rotation Code AA03 is selected.

Open/Close Dates

Open Date: 08/05/2007 Close Date: 14 Period Length: 6 - Compressed(80 hrs biwk; scheduled days) Alternate Work Schedule:

Tour Rotation Code

Tour Rotation: AA03

Scheduled Hours				
	Day	Duration	Night Diff	Sunday Premium
Sunday	1	8.00	0.00	
Monday	2	8.00	0.00	
Tuesday	3	8.00	0.00	
Wednesday	4	8.00	0.00	
Thursday	5	8.00	0.00	
Friday	6	0.00	0.00	
Saturday	7	0.00	0.00	<input type="checkbox"/>
Sunday	8	8.00	0.00	
Monday	9	8.00	0.00	
Tuesday	10	8.00	0.00	
Wednesday	11	8.00	0.00	
Thursday	12	8.00	0.00	
Friday	13	0.00	0.00	
Saturday	14	0.00	0.00	<input type="checkbox"/>

Total Scheduled Hours: 80.00

If a Tour Rotation is assigned, but decided not to be used, click the code to display the list, then click the Remove button.

The Perm Tour can then be updated.

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Open/Close Dates

Open Date: 08/05/2007 Close Date: 14 Alternate Work Schedule: 6 - Compressed(80 hrs biwk; scheduled days) Update AWS

Tour Rotation Code

Tour Rotation: Add

Day	Duration	Night Diff	Sunday Premium
Sunday	1	8.00	0.00
Monday	2	8.00	0.00
Tuesday	3	8.00	0.00
Wednesday	4	8.00	0.00
Thursday	5	8.00	0.00
Friday	6	0.00	0.00
Saturday	7	0.00	0.00
Sunday	8	8.00	0.00
Monday	9	8.00	0.00
Tuesday	10	8.00	0.00
Wednesday	11	8.00	0.00
Thursday	12	8.00	0.00
Friday	13	0.00	0.00
Saturday	14	0.00	0.00

Total Scheduled Hours: 80.00 Calculate & Validate Total

Back Save & Close Cancel

- Employee's Properties after successful save. The DBA must be contacted to correct any erroneous data e.g. SSN, SDA, ID. NOTE: Close Date is for an employee either separating from the activity or moving to another UIC within the activity. Use Team Management to move an employee from one team to another.

Employee Information

Logged In As: ERHART, BARBARA UIC: 1SMRD1

Team: ORG40 - Fuel Cell Branch-D1 << >> Team

Employee: OPENDATE, CHECK << >> Employee

Work Center: ORG40 - ORG40 - Fuel Cell Branch-D1

Properties Labor Properties Tour Day Perm. Tour Team/Roster Type Rpt. WorkCenter Defaults/Favorites Status Schedule Temp Injury Summary

Employee Properties

*First Name: CHECK *Last Name: OPENDATE

User-ID: SSN: 444-98-4313

Phone Nbr: Current Date SDA ID: N/A

Open Date: 08/05/2007 Close Date: 14

Save Add Refresh

- Labor Properties are to distinguish the employee's pay properties for each pay period. Default Labor: Must be checked in order for the Default Labor Process to auto-populate the employees' timesheet. The employee must have open Defaults and be on a fixed AWS. Hazard available: Must be checked for employees entitled to premium pay for Haz/Env work.

Retro Labor & Premium Type Hours: Applies to employee level entry of time. If checked, the employee may enter premium hour, e.g. OS, OU, CE and make prior pay period corrections to their own timesheets. If not checked, the timekeeper must make those entries for the employee.

Favorites Required: Locks the labor window to a pick list of accounting elements set up in Defaults and Favorites.

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Labor Properties

Begin Pay Period: 2007-Sep-16 << >> PayPeriod

Employee Labor Properties

Default Labor: ☒ Premium Type Hours: ☐

Hazard Available: ☐ Favorites Required: ☐

Retro Labor: ☐

Save Apply To Future

- Tour Day is a mirror image of the employee's Permanent Tour schedule. This is used if the employee is on different schedule for one pay period. The AWS may be changed and it affects only that pay period. For example, the 5-4/9 employee is in a travel status and must be on an 8 hour day / 40 hour week schedule. The tour is changed here. The next pay period will be a mirror image of the normal compressed AWS.



NOTE: The Tour Day can also be accessed through the Labor Window – Scheduled Hours link.

To change the tour, click the Book icon next to the Open Date.

Properties Labor **Tour** Perm. Team/Roster Type Rpt. Defaults/Favorites
Properties Tour

Tour Day Information

Add Tour: < > Add Tour

Labor	Open Date	Close Date	Period Length	Alternate Work Schedule
	09/02/2007	09/15/2007	14	6 - Compressed(80 hrs biwk; scheduled days)
	09/16/2007	09/29/2007	14	6 - Compressed(80 hrs biwk; scheduled days)

☒ Current and/or future Labor Exists

DeleteRows Refresh

Open/Close Dates

Open Date Close Date Period Length Alternate Work Schedule

09/16/2007 09/29/2007 14 6 - Compressed(80 hrs biwk; scheduled days) < > Update AWS

Scheduled Hours

	Day	Duration	Night Diff	Sunday Premium
2007 Sep 16	Sunday	1 0.00	0.00	
2007 Sep 17	Monday	2 9.00	0.00	
2007 Sep 18	Tuesday	3 9.00	0.00	
2007 Sep 19	Wednesday	4 9.00	0.00	
2007 Sep 20	Thursday	5 9.00	0.00	
2007 Sep 21	Friday	6 8.00	0.00	
2007 Sep 22	Saturday	7 0.00	0.00	<input type="checkbox"/>
2007 Sep 23	Sunday	8 0.00	0.00	
2007 Sep 24	Monday	9 9.00	0.00	
2007 Sep 25	Tuesday	10 9.00	0.00	
2007 Sep 26	Wednesday	11 9.00	0.00	
2007 Sep 27	Thursday	12 9.00	0.00	
2007 Sep 28	Friday	13 0.00	0.00	
2007 Sep 29	Saturday	14 0.00	0.00	<input type="checkbox"/>

Total Scheduled Hours: 80.00

Save & Close Refresh Cancel

Click the drop down and select the appropriate AWS code and click Update AWS.

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Open/Close Dates					
Open Date	Close Date	Period Length	Alternate Work Schedule		
09/16/2007	09/29/2007	14	1 - Flexitour(5 days wk; 8 hrs)		
Update AWS					

Scheduled Hours					
	Day		Duration	Night Diff	Sunday Premium
2007 Sep 16	Sunday	1	<input type="checkbox"/>	0.00	0.00
2007 Sep 17	Monday	2	<input checked="" type="checkbox"/>	8.00	0.00
2007 Sep 18	Tuesday	3	<input checked="" type="checkbox"/>	8.00	0.00
2007 Sep 19	Wednesday	4	<input checked="" type="checkbox"/>	8.00	0.00
2007 Sep 20	Thursday	5	<input checked="" type="checkbox"/>	8.00	0.00
2007 Sep 21	Friday	6	<input checked="" type="checkbox"/>	8.00	0.00
2007 Sep 22	Saturday	7	<input type="checkbox"/>	0.00	0.00
2007 Sep 23	Sunday	8	<input type="checkbox"/>	0.00	0.00
2007 Sep 24	Monday	9	<input checked="" type="checkbox"/>	8.00	0.00
2007 Sep 25	Tuesday	10	<input checked="" type="checkbox"/>	8.00	0.00
2007 Sep 26	Wednesday	11	<input checked="" type="checkbox"/>	8.00	0.00
2007 Sep 27	Thursday	12	<input checked="" type="checkbox"/>	8.00	0.00
2007 Sep 28	Friday	13	<input checked="" type="checkbox"/>	8.00	0.00
2007 Sep 29	Saturday	14	<input type="checkbox"/>	0.00	0.00

Total Scheduled Hours: 80.00

Save & Close Refresh Cancel

Verify tour and Save and Close.

Tour Day Information					
Add Tour:		<input type="button" value="Add Tour"/>			
Labor	Open Date	Close Date	Period Length	Alternate Work Schedule	
<input checked="" type="checkbox"/>	09/02/2007	09/15/2007	14	6 - Compressed(80 hrs biwk; scheduled days)	
<input type="checkbox"/>	09/16/2007	09/29/2007	14	1 - Flexitour(5 days wk; 8 hrs)	
✔ Current and/or future Labor Exists					
<input type="button" value="DeleteRows"/>		<input type="button" value="Refresh"/>			

The employee is on a Flexitour Schedule for only that pay Period. If known in advance, the tour can be added for that pay period by selecting the date from the drop down and clicking Add Tour. There may never be a need to alter Tour Day information. It is generated by accessing the employee's Labor record or through the Default Labor process. For an employee with a Tour Rotation Code, the tour may be changed, but not

the rotation code. If the employee has changed rotations then a new Permanent Tour must be added using the correct code for that pay period.

- Permanent Tour is the employee's regularly worked schedule. Through the initial populating of the database, all existing employees default to the tour that is in DCPS. If an employee is on a rotating tour in DCPS, it will not pass to ATAAPS and must be associated to the employee. Therefore, the first task of the Timekeepers (TK) is to verify the tour. If the existing tour is not correct, then add a new tour for that employee to the appropriate AWS. Each employee must have an open Permanent Tour. Therefore, if the employee switches AWS or workdays for a long period of time, a new tour must be added. Only the last open tour may be deleted provided that no labor has been charged against it. The process to add a new Permanent Tour is similar to adding a new employee's Permanent Tour discussed above. Refer back to Employee Add for Permanent Tour detailed instructions including Tour Rotation Codes. Clicking the Book icon displays the tour, but it cannot be changed.

Select the effective Pay Period Begin date from the drop down and click 'Add Tour'.

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Properties	Labor Properties	Tour Day	Perm. Tour	Team/Roster	Type	Rpt. WorkCenter	Default
Permanent Tour Information							
Add Tour: <input type="text"/> <input type="button" value="Add Tour"/>							
	Open Date	Close Date	Alternate Work Schedule		Tour Rotation Code		
	09/04/2005		6 - Compressed(80 hrs biwk; scheduled days)				

After new tour is added. Note the Close Date on the AWS of 6 and the delete icon on the left of the new AWS of 0 plus the a Tour Rotation code.

Permanent Tour Information				
Add Tour: <input type="text"/> <input type="button" value="Add Tour"/>				
	Open Date	Close Date	Alternate Work Schedule	Tour Rotation Code
	09/04/2005	01/19/2008	6 - Compressed(80 hrs biwk; scheduled days)	
	01/20/2008		0 - Not on AWS(5 days wk; 8 hrs)	GF02

- Team/Roster tab is view only. New assignments are accomplished using Team or Roster Management. Security access is granted to the responsible parties.

Properties	Labor Properties	Tour Day	Perm. Tour	Team/Roster	Type	Rpt. WorkCenter
Employee Team Information						
	Open Date	Close Date	Team			
	09/04/2005		ORG40 - Fuel Cell Branch-D1			
Employee Roster Information						
	Open Date	Close Date	Roster			
	09/04/2005		ORG40 - Fuel Cell Branch-D1			

- Type tab is restricted by pay periods. Click the drop down and select the pay period begin date.

Properties	Labor Properties	Tour Day	Perm. Tour	Team/Roster	Type	Rpt. WorkCenter	Defaults/Favorites	Status
Type Information								
Add Type: <input type="text"/> <input type="button" value="Add Type"/>								
Labor Delete	Open Date	Close Date	Employee Type			Graded/Ungraded	SDA ID	
	09/04/2005		Regular - Graded and Ungraded (general default)			Graded	SDSLMP	

Select the Employee type, Graded/Ungraded indicator and SDA ID from each drop down and click the Continue button.

Type Information						
Labor Delete	Open Date	Close Date	Employee Type		Graded/Ungraded	SDA ID
	09/04/2005	09/29/2007	Regular - Graded and Ungraded (general default)		Graded	SDSLMP
	09/30/2007		Fire Protection Personnel G (US citizen) scheduled 144,120 or 112 hrs		Graded	SDSLMP
<input type="button" value="Continue"/> <input type="button" value="Refresh"/>						

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The employee must have a new Permanent Tour. The window defaults to the employee's last AWS code and schedule unless changing to a Fire Fighter as in this example. Change as needed and click Save and Close. (Refer back to Employee Add for Permanent Tour instructions).

Open/Close Dates				
Open Date	Close Date	Period Length	Alternate Work Schedule	
09/30/2007		14	0 - Not on AWS(5 days wk; 8 hrs)	

Tour Rotation Code	
Tour Rotation:	Add

Scheduled Hours				
Day	Duration	Night Diff	Sunday Premium	
Sunday	1	0.00		
Monday	2	8.00		
Tuesday	3	8.00		
Wednesday	4	8.00		
Thursday	5	8.00		
Friday	6	8.00		
Saturday	7	0.00		<input type="checkbox"/>
Sunday	8	0.00		
Monday	9	8.00		
Tuesday	10	8.00		
Wednesday	11	8.00		
Thursday	12	8.00		
Friday	13	8.00		
Saturday	14	0.00		<input type="checkbox"/>

Total Scheduled Hours: 80.00	Calculate & Validate Total
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Back	Save & Close	Cancel
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The type can be deleted which will re-open the last type until labor has been entered for that pay period for that employee.

Type Information						
Add Type:		Add Type				
Labor	Delete	Open Date	Close Date	Employee Type	Graded/Ungraded	SDA ID
		09/04/2005	09/29/2007	Regular - Graded and Ungraded (general default)	Graded	SDSLMP
		09/30/2007		Fire Protection Personnel G (US citizen) scheduled 144,120 or 112 hrs	Graded	SDSLMP

- Reporting Work Center (WC) is used if an employee is authorized to charge some or all of their time to another WC's accounting data. The screen shots show an employee assigned to WC ORG46. The employee charges part of their time to work performed for ORG40. Adding ORG40 as a Reporting WC allows the employee to charge ORG40's accounting data. Click the Add button.

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Team: ORG46-D1
 Employee: PERSMGT, TK
 Work Center: ORG46 - ORG46-D1

Properties Labor Tour Perm. Team/Roster Type Rpt. WorkCenter Defaults/Favorites
 Properties Labor Properties Tour Day Tour

Reporting Work Center Information
 Delete Open Date Close Date Rpt Work Center
 Add Refresh

The open date defaults to the current date. Click the calendar icon to change the date. The close date is blank and can be selected at any time when the employee's assignment is completed. Choose the Reporting WC from the drop down and click Save.

Reporting Work Center Information
 Delete Open Date Close Date Rpt Work Center
 09/27/2007 ORG40 - ORG40 - Fuel Cell Branch-D1
 Save Refresh

Once Saved the Reporting WC cannot be changed. It can be deleted provided no labor has been charged against it.

Reporting Work Center Information
 Delete Open Date Close Date Rpt Work Center
 09/27/2007 ORG40 - ORG40 - Fuel Cell Branch-D1
 Add Refresh

12. Defaults / Favorites serve two purposes. Defaults are required for regular and holiday leave type hours to generate an employee's timesheet through the default labor process. An employee must have a fixed tour schedule for the default process to work Favorites provide a quick pick list of accounting elements in the employee's Labor window. If an employee is marked as a 'Favorites Only' in the properties tab, then the employee is forced to choose from this pick list. Further information is provided in the Labor window training section. The Defaults are also included in the pick list. There is no need to add a Favorite if the accounting elements are identical to a Default. The Type Hour Code, Haz/Reason and Injury Number that are included on the Default line are ignored in the pick list.

NOTE: On the Main Menu is a Defaults / Favorites Maintenance link. This link leads to a utility module that also Mass Add or Mass Update of Defaults and Favorites. This utility should be used for populating groups of employees. Use Personnel Mgmt – Defaults / Favorites for the one or two employees who need updated.

Establish at least two Defaults for each employee for which default labor will generate their timesheet. One for Regular work and one for Holiday Leave Type Hours. Screen shots are shown below and the Help module explains each element. A Favorite is the last entry. Notice it does not have a Type Hour. Its open date precludes the employee from using it prior to July 23rd. The Sub Acct and User Data are optional fields and can be used at the agency's discretion. Haz/Reas Codes may be assigned to the employee's default if needed.

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Defaults/Favorites											
<input checked="" type="checkbox"/>	Default	Open Date	Close Date	Work Center	Job Order	OP Code	Type Hour	Percentage	Prime	Haz/Reas	Injury#
<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/14/2006	07/23/2006	ORG40	BESOMR		RF	100	<input checked="" type="checkbox"/>	Add	N/A
		Sub Acct	User Data								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	05/14/2006	07/23/2006	ORG40	BELEAV		LH	0	<input type="checkbox"/>	Add	N/A
		Sub Acct	User Data								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/23/2006	07/23/2006	ORG40	JUNE18						
		Sub Acct	User Data								

Save AddFavorite AddDefault DeleteRow Refresh Hide Details

13. The Status tab maybe updated. Click the Add button.

Properties	Labor Properties	Tour Day	Perm. Tour	Team/Roster	Type	Rpt. WorkCenter	Defaults/Favorites	Status
Status Information								
Labor	Delete	Open Date	Close Date	Status				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/04/2005		ACTIVE				
		<input type="text" value="07/23/2006"/>		COP LIGHT DUTY				
		Add Refresh						

Click on the calendar icon to select an open date and the drop down to select the new Status.

Status Information				
Labor	Delete	Open Date	Close Date	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/04/2005		ACTIVE
	<input checked="" type="checkbox"/>	<input type="text" value="07/23/2006"/>		COP LIGHT DUTY
		Save Refresh		

The Status may be deleted unless labor has been entered.

Status Information				
Labor	Delete	Open Date	Close Date	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/04/2005	09/29/2007	ACTIVE
	<input checked="" type="checkbox"/>	09/30/2007		COP LIGHT DUTY
		Add Refresh		

14. Change of Work Schedule is due to a personnel action. It must match what is on the SF50. In this example, the employee is Full Time. To change, click the drop down and select the pay period begin date of the new schedule.

Properties	Labor Properties	Tour Day	Perm. Tour	Team/Roster	Type	Rpt. WorkCenter	Defaults/Favorites	Status	Schedule
Schedule Information									
Add Work Schedule:		<input type="text" value="07/23/2006"/>	Add Schedule						
Labor	Delete	Open Date	Close Date	Work Schedule					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/04/2005		FULL-TIME					

Select the new Schedule from the drop down and continue.

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Schedule Information				
Labor	Delete	Open Date	Close Date	Work Schedule
		09/04/2005	09/29/2007	FULL-TIME
		09/30/2007		PART-TIME

Continue Refresh

The Permanent Tour screen displays. Change the AWS if needed, then make changes to the details to conform to the employee's work days.

Open/Close Dates				
Open Date	Close Date	Period Length	Alternate Work Schedule	
09/30/2007		14	0 - Not on AWS(5 days wk; 8 hrs)	Update AWS

Tour Rotation Code
Tour Rotation: Add

Scheduled Hours				
Day	Duration	Night Diff	Sunday Premium	
Sunday	1	0.00	0.00	
Monday	2	4.00	0.00	
Tuesday	3	4.00	0.00	
Wednesday	4	4.00	0.00	
Thursday	5	4.00	0.00	
Friday	6	4.00	0.00	
Saturday	7	0.00	0.00	
Sunday	8	0.00	0.00	
Monday	9	4.00	0.00	
Tuesday	10	4.00	0.00	
Wednesday	11	4.00	0.00	
Thursday	12	4.00	0.00	
Friday	13	4.00	0.00	
Saturday	14	0.00	0.00	

Total Scheduled Hours: 40.00 Calculate & Validate Total

Back Save & Close Cancel

The options to Back returns to previous screen or Cancel will return to Personnel Management screen. Choosing Save & Close updates the database.

Schedule Information				
Labor	Delete	Open Date	Close Date	Work Schedule
		09/04/2005	09/29/2007	FULL-TIME
		09/30/2007		PART-TIME

The Schedule can be deleted unless labor has been input for that pay period.

15. The Temp tab can be updated if needed. No validations are currently being done on this field.

Temporary Position Information				
Labor	Delete	Open Date	Close Date	Temporary Position
		09/04/2005		None

Add Refresh

16. The Injury number must be closed when notified by CSR that it's been closed in DCPS.

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Injury Information		
Open Date	Close Date	Injury Number
09/26/2007	12	0926
View All		Refresh

17. The Summary tab shows all the tabs in one screen.

Employee Properties				
First Name:	IMA		Last Name:	NEWEMPLOYEE
User Id:			SSN:	444-64-2031
Phone Nbr:			Current Date SDA Id:	SDSLMP
Open Date:	09/04/2005	Close Date:		
Default Labor:	<input checked="" type="checkbox"/>	Premium Type Hours:	<input type="checkbox"/>	
Hazard Available:	<input type="checkbox"/>	Favorites Required:	<input type="checkbox"/>	
Retro Labor:	<input type="checkbox"/>			

Employee Settings				
	Description	Open Date	Close Date	Other
Team:	ORG40 - Fuel Cell Branch-D1	09/04/2005		
Roster:	ORG40 - Fuel Cell Branch-D1	09/04/2005		
Type:	Regular - Graded and Ungraded (general default)	09/04/2005		Graded
Rpt. Work Center:	ORG20 - Painting Dept-D1	10/16/2005		
Status:	ACTIVE	09/04/2005		
Work Schedule:	FULL-TIME	09/04/2005	09/29/2007	
	PART-TIME	09/30/2007		
Temp Position:	None	09/04/2005		
Injury:	0926	09/26/2007		